

Variance: Administrative			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$2,034	
ENVIRONMENTAL		\$629**	
PDS REVIEW TEAMS			\$703
STORMWATER			
DEH	SEPTIC/WELL	\$382	
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE (<i>not included in total</i>)		None	
INITIAL DEPOSIT & FEE TOTAL \$2,737 (No CEQA with Sewer) \$3,119 (No CEQA with Septic) \$3,366 (CEQA with Sewer) \$3,748 (CEQA with Septic)			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

** If for setback reduction Do Not collect environmental review fee. Otherwise, collect CEQA Exemption fee.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Plot Plan
- [126 Acknowledgement of Filing Fees and Deposits](#) (see Note #1)
- [222 Variance Advisory](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) (and any Deeds)
- [346V Supplemental Application](#)
- [384 Consent to Granting of Administrative Variance](#)
- [581 Plan Check Pre-Application Notice](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Plot Plan: **Four (4) hard copies.** (see Note #4)
- [346 Discretionary Permit Application](#): **One (1) hard copy.**

PART C:

All items below are informational only and not to be submitted.

- [090 Typical Plot Plan](#)
- [209 Defense and Indemnification Agreement FAQs](#)
- [260 Variance Applicant's Guide](#)
- [267 Appointment Letter](#)
- [906 Signature Requirements](#)

[Policy G-3: Determination of Legal Parcel](#)

Submittal Appointments are no longer required.
Check-in at the main PDS counter no later than 3:30 p.m.
Submittal package **MUST BE** complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Four (4) copies of plot plans. Plot plans must be 11" x 17" (Folded to 8 ½" x 11" with the lower right-hand corner exposed. Multiple sheets must be stapled into sets).
5. **Administrative Variance covers:**
 - Setback encroachment up to 50% of that required to the property line.
 - 75% increase in maximum fence requirements.
6. If for setback, Exempt CEQA Guidelines Section 15305.
7. NO FEES REQUIRED. Otherwise, Exempt CEQA Guidelines Section 15305. Collect CEQA Exemption Review Fee.
8. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
9. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.